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Body of Resume:  
11-12

Font Styles:  
Times New  
Roman or Arial

1" margins on  
entire document

Font Size for  
Name: 14-16

# CARL SLAWN

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222 Front Street • Norfolk, NE 68701 • (402) xxx-xxxx • e-mail: carlslaw@mail.com

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## OBJECTIVE

To obtain the HVAC Technician position with Ross Heating & Air

Use clear, concise  
objective

## EDUCATION

**Associate of Applied Science - May, [year]**  
**Heating Ventilation and Air Conditioning (HVAC)**  
Northeast Community College, Norfolk, Nebraska  
GPA: 3.3

Only include GPA if  
3.0 or higher

## PROFILE

- 1,000+ hours of HVAC lab to supplement classroom learning.
- Studied physical, mechanical, and chemical principles of refrigeration and air conditioning with emphasis on electrical controls and motors.
- Proficient in blueprint reading, sheet metal construction, proper ventilation installation, heating and cooling diagnosis and installation of residential and commercial equipment.
- Excellent troubleshooting skills and enjoys technical challenges.

## EXPERIENCE

### *HVAC Technician - INTERNSHIP*

Shane's Air, Norfolk, NE

May [year]-Present

- Diagnose and service heating and cooling problems
- Install residential and commercial equipment
- Duct cleaning

List jobs -  
most recent  
first

### *Cashier*

Clark Hardware, Callaway, NE

June [year]-May [year]

- Assisted customers by providing information on merchandise and installation procedures.
- Processed merchandise returns and exchanges.
- Maintained clean and orderly store.
- Stocked shelves and entered prices into computer system.

### *Ranch Hand*

Plesner Ranch, Callaway, NE

June [year]-June [year]

- Fed and watered cattle, monitored livestock for health issues.
- Operated large machinery and performed maintenance on equipment.
- Performed a wide variety of farm and ranch duties.

## ACTIVITIES & HONORS

- Heating Ventilation & Air Conditional Club (HVAC)
- Pheasants Forever, Treasurer
- Newcomers Scholarship

Get involved!  
Employers like to  
see people who  
are active.

Start each  
description  
with a  
strong  
action verb

Watch  
verb  
tenses  
—use  
present  
tense if  
still at  
job/  
past  
tense if  
not.

Second page should at least have your name and page 2, or can use same heading as page 1.

**CARL SLAWN**

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## REFERENCES

Mr. Current Employer  
Title  
Company Name  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Ms. Former Employer  
Title  
Company Name  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Mr. Instructor  
Title  
College  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references.

## OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company  
This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.